

APPENDIXES


Appendix A **Proofreaders' Marks**

Appendix B **Standard Forms for Business Documents**

APPENDIX A

Proofreaders' Marks

Proofreaders' Mark	Draft	Final Copy
#	ridiculous! If that is so	ridiculous! If that is so
⌋	to gether	together
#	It may be	It may not be
⤴	it is not true	it is true
↺	believable	believable
	is it so	it is so
⓪	2 years ago	two years ago
	16 Elm St.	16 Elm Street
^	How much is it?	How much is it?
✂ OR -	it may not be true	it may be true
^ OR ˆ	temperture	temperature
⓪ OR Ⓛ	commitment to buy	commitment to buy
✂ OR -	but and if you can't won't	but if you can't
.....	I was very glad	I was very glad
/	Federal Government	federal government
≡	Janet L. greyston	Janet L. Greyston
∨	in her new book*	in her new book*
^	H ₂ SO ₄	H ₂ SO ₄
⓪	Mr. Henry Grenada	Mr. Henry Grenada
↑	a large, old house	a large, old house
↓	my children's car	my children's car
⇩	he wants a loan	he wants a "loan"
≡ OR ≡	a first-rate job	a first-rate job
	ask the coowner	ask the co-owner
⎓	Here it is—cash!	Here it is—cash!
⎓	Pages 1-5	Pages 1-5
—	an issue of Time	an issue of <u>Time</u>
(ital)	The New York Times	<i>The New York Times</i>

Proofreaders' Mark	Draft	Final Copy
bf 	bf the <u>Enter</u> key	the Enter key
rom	rom the <u>most</u> likely	the most likely
()	left today (May 3)	left today (May 3)
[]	\$38,367,000 []	\$38,367,000
[]	[] Anyone can win!	Anyone can win!
ss [ss [I have heard he is leaving	I have heard he is leaving
ds [ds [When will you have a decision?	When will you have a decision?
+ 1 line	<u>Percent of Change</u> + 1 line → 16.25	<u>Percent of Change</u> 16.25
- 1 line	- 1 line → Northeastern regional sales	Northeastern regional sales

APPENDIX B

Standard Forms for Business Documents

Reference manuals, such as *The Gregg Reference Manual*, provide a variety of letter and memorandum styles, as well as styles for reports and other documents. Many businesses also have their own styles for documents. This appendix includes two basic styles—a business letter and a memorandum. It also shows the most common format for a continuation page (used for either letters or memos).

TABLE B-1 Parts of a Letter

Part of Letter	Location/Description
Heading	
Letterhead or return address	Often appears on preprinted stationery; can also be created in Word. Includes the company name, address, and other contact information.
Date line	Two inches from the top of the page on letterhead stationery or 0.5 inch below the letterhead. Use the date format shown in Figure B-1.
Opening	
Inside address	Starts three blank lines below the date; consists of name and address (and possibly company name and job title) of person to whom you are writing.
Salutation	One blank line below the inside address; typically includes a courtesy title (Mr., Mrs., Ms., Miss) and ends with a colon.
Body	
Message	Content of the letter, single-spaced with one blank line between paragraphs.
Closing	
Complimentary closing	One blank line below the last line of the body of the letter. Common closings are "Sincerely" or "Sincerely yours" followed by a comma.
Writer's signature block	Three blank lines below the closing, to leave space for a signature; includes the writer's name and job title (and sometimes the department).
Reference initials	One blank line below the writer's name and title; consists of the typist's initials in small letters.
Enclosure notation	On a new line below the reference initials if letter has an enclosure. Specify the number of enclosures. Can also use "Attachment" if the material is attached.
Optional features	File name notation—indicates document name for reference purposes; delivery notation—method of delivery (other than regular mail); copy notation—people who will receive copies of the letter (usually begins with "c:" or "cc:")

Figure B-1
Business letter style

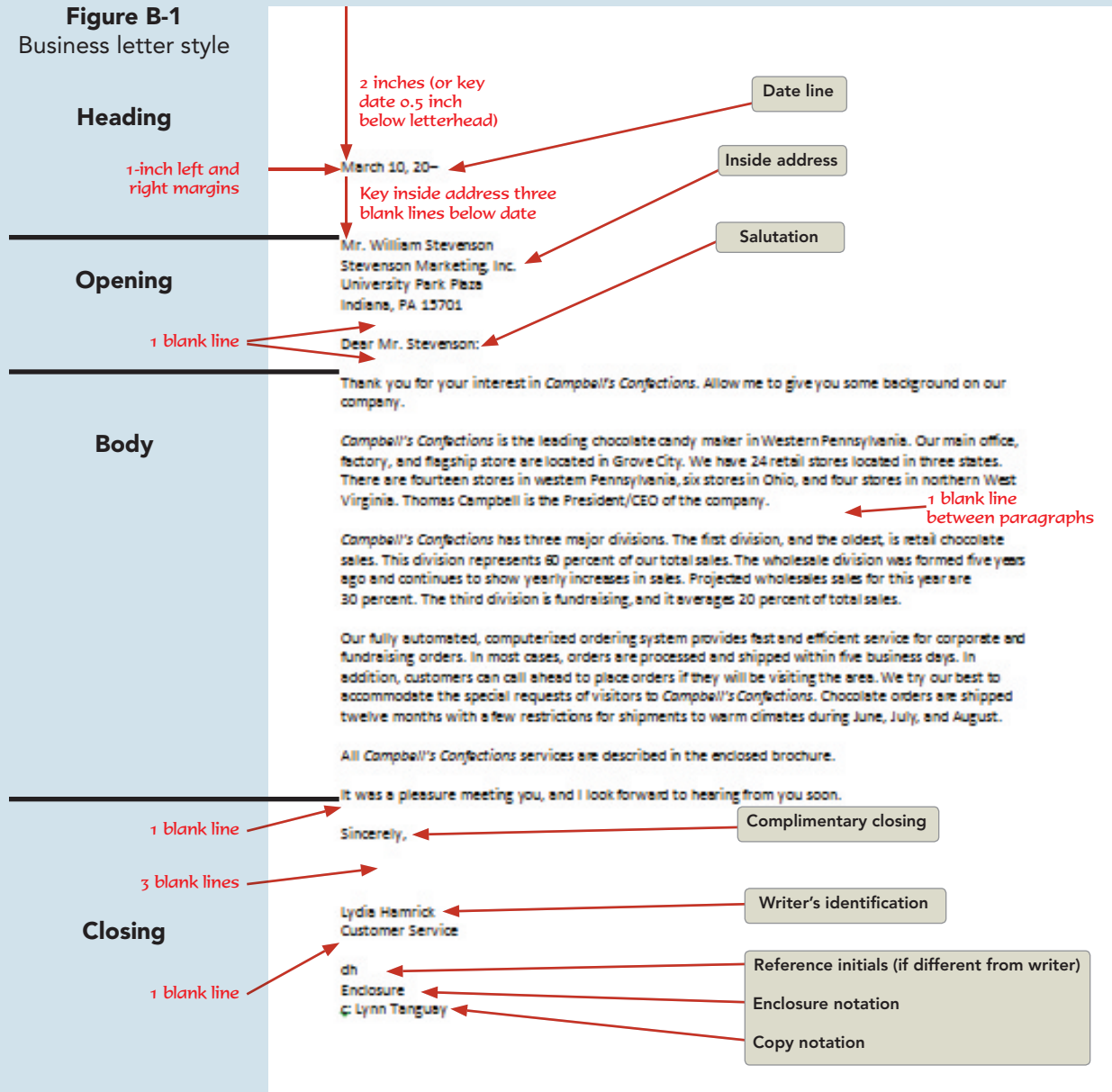


Figure B-2
Continuation page header for two-page (or longer) letter or memo

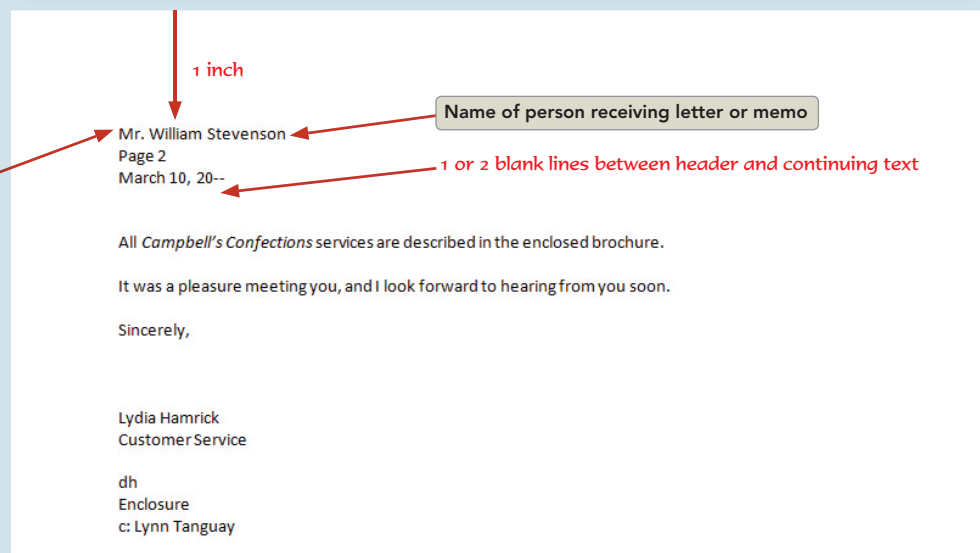


TABLE B-2 Parts of a Memo

Part of Memo	Location/Description
Heading	Starts 2 inches from top of page using plain paper or letterhead stationery or on 0.5 inch below memo letterhead. Consists of guide words ("MEMO TO," "FROM," "DATE," and "SUBJECT") in capital letters followed by a colon. Entries after guide words align at a 1-inch left tab setting. Use the date format shown in Figure B-3.
Body	Starts two blank lines below the memo heading; contains the message, single-spaced with one blank line between paragraphs.
Closing	One blank line below the last paragraph; includes reference initials (the typist's initials in small letters). Might also include an enclosure notation, a file name notation, and a copy notation or distribution list.

Figure B-3 Memorandum style

